

## **South End Schools Staff Car Park Policy – Vehicle Pass & Admission Criteria**

South End Infant School and South End Junior School have a combined role of 640 pupils and 108 staff. The Schools share a car park with 64 spaces including 2 designated extra wide bays for disabled parking. Vehicle entry and exit points are controlled by barriers. There are 2 separate pedestrian/cyclist entrances to the site.

Even a brief look at the numbers will show there are insufficient car park spaces to meet demand from potential users. For this reason, and a history of congestion in the car park at peak times causing safety concerns, access to the car park must be limited. The barrier will be lowered between the hours of 8.15 am and 4.30 pm and access will only be permitted to certain categories (see below).

Parents/Carers are encouraged to consider walking their child(ren) to school, or if appropriate allowing them to walk, even if only for the last part of the way. Cycle racks are provided inside the pedestrian gate near the crossing for the convenience of cyclists. Scooter racks are provided on the Junior School site. Alternatively, parents/carers can park on the public highway outside the school (highway rules apply). Any parent/carer parking on the public highway is asked to do so safely, in accordance with the Highway Code and with due consideration for residents (don't block driveways) and pedestrians.

### **Permitted Access to the Staff Car Park**

The Governors of both schools have agreed that during the school day, access to the car park will be permitted for the following categories:

- Disabled pupils of the school(s) whose disability would benefit from an allocated parking space to ensure equality of access to education,
- Pupils whose Individual Education Plan specifies that access to the car park is required to ensure his/her equality of access to education,
- Staff,
- Parent/Carers/other adults collecting a sick child,
- Parent/Carers/other adults collecting child for or dropping child from an appointment **between the hours of 9.15am and 2.00pm**,
- Deliveries,
- Minibus Collections (i.e. a vehicle regularly delivering/collecting a minimum of 8 pupils attending the South End Schools),
- Visitors who have bulky equipment – eg. photographer,
- Student teachers,
- Adults that are paid to work with our children, eg Sports Coaches, Music, Tutors,
- Professionals attending meetings at the schools,
- Taxis where the only adult in the car is the taxi driver (ie unaccompanied child(ren)),
- School Governors on Governor business,
- Emergency Services.

### **Gaining Entry to the Car Park**

#### Passes

These will only be issued for staff.

A completed request form (available from your school office) is required for a staff pass. Before applying for a pass, staff are encouraged to seriously consider whether they could cycle or walk to and from school, car share or use public transport. Staff passes are issued to ensure staff who have to use their car to get to and from work can park and access their vehicles safely and in relative security, without inconveniencing the local community by causing extra congestion throughout the day on the roads outside the school. Staff passes are not a “perk”.

The pass is linked to the hours of work and is not to be used outside of those hours.

### **Buzzed-In Entry**

All other permitted categories entitled to access the car park can gain entry by buzzing the relevant school and stating their business and/or name. The schools will work collaboratively to ensure that they grant access to everyone entitled to enter the car park if the other school's office is unmanned when entry is required. For this collaboration to work effectively, it is important that the names of those who have been granted buzzed-in entry access is promptly shared between both schools.

### **Community Users**

Community users of school premises and grounds access the car park outside school hours and so entry will be permitted and the barrier raised to allow this.

The Site Manager is responsible for barrier and gate control outside school hours.

### **Extraordinary Exceptions - Temporary Access to the Car Park**

It is acknowledged that there will be exceptions where access to the car park will be required in extreme circumstances, for example, where a pupil of one of the schools has a severe injury or condition temporarily affecting mobility, or perhaps a pastoral care issue where not to grant access to the car park would put the child at risk, or a reasonable adjustment could be made by the schools to advance equality, whilst also ensuring congestion is kept to a minimum.

Parents/carers who are seeking such access, should approach the Headteacher of the relevant school with full written details of why they require temporary access. Access in these cases can only be authorised by the Headteacher of the relevant school and will be for a time limited period and dependent upon the individual circumstances of the case. The names of those permitted access will be shared with both school offices and entry will be denied to anyone whose name is not on the authorised list.

### **General Conditions**

- Please be sensible and considerate in your use of the car park.
- Park in designated bays or as directed by the Site Manager, obeying direction and speed signs.
- If unauthorised access to the car park has been gained inappropriately (eg tailgating), attention may be brought to this Policy and the person told not to come on site again without prior authorisation.
- The schools accept no liability for damage caused to a vehicle at any time whilst in the school car park.

### **Policy Review**

The policy will be reviewed on an annual basis.

Agreed: South End Infant School:  
South End Junior School:

Date: AUTUMN 23  
Date: 30 NOVEMBER 2023